



## Information You Need to Know:

- **Institution ID:** *Utility Safety and Ops Leadership Network*
- **Login Email:** *The email address you used to register for the CUSP exam*
- **Your Password:** *You will be prompted to create your password upon first sign-in to ExamSoft. You will need this to login to Exemplify and take your exams*
- **Sample Exam Password:** CUSPsample20
- **Exam Password(s):** *Will be sent to your email on the day of the exam by 10:00 am CT*
- **Exam Results:** *Will be emailed to you by 10 business days after the exam date*

## How It Works:

- The USOLN exam environment is comprised of **two software components** that work together to deliver your CUSP Online Exam:

Register here:



This is the **web portal** where all exam takers must register an account.

Then download:



The **exam program** that must be downloaded to the computer that you will be using to take the exam.

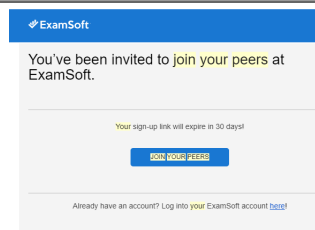
## Step 1: Is your computer ready?

Your computer must meet the following requirements:


- **Ability to download the exam application onto your work computer (You might need Administrative rights from your IT Department) or use a personal computer.**
- 1gb of available hard drive storage space/8 gb of Ram or higher
- Windows 10 or Mac OS X 10.13 (High Sierra), OS X 10.14 (Mojave), Mac OS Catalina (10.15)
- Internet connection to download exam and upload results (*WiFi is not required during the exam*)
- Front-facing camera on the computer
- Microphone - **headphones cannot be used**

**Note:** No iPads or Chrome books are supported.


## Step 2: Receive “Join Your Peers” email (from [Exambot@Examsoft.com](mailto:Exambot@Examsoft.com)) and Create an account in



- Receive the “Join Your Peers” email
- Your account is created with the email you utilized to register for the exam
- You will be asked to create a password
- **Remember your login email & password**, as you will need it to take the exam in

- When your account registration is complete, click on the  button in the upper right hand corner
- The Exemplify software will start the downloading process onto the computer's desktop

### Step 3: Download Exemplify to your desktop after you created an account in ExamSoft

- An  Exemplify icon will appear on your computer desktop when the download is complete
- **The Institution ID is:** *Utility Safety and Ops Leadership Network*
- **You will need your email and password** that you created in the ExamSoft system from Step 2.
- Download all the exams which includes the Sample exam, CUSP Exam and selected endorsements
  - *If you do not see the exams you are expecting to take in your "My Exams" download window, contact CUSP Exam Support at 800-671-9466*
- If you are having download issues/errors, please review the [Minimum System Requirements](#)
- **If you require any technical assistance downloading the application, call ExamSoft (866) 429-8889.**
- **Video Link:** [Downloading an Exam](#)

### Step 4: Launch Exemplify App and Take the Sample Exam

- Do the sample exam as soon as possible. **The Sample Exam** that is in Exemplify, **must be done at least 2 days prior to the exam date** or you will need to reschedule the exam.
- The password is: **CUSPsample20**  
*Note: You are now authorized to take the Sample exam and do not need to wait when prompted on-screen.*
- You will be required to have your picture taken at this point to create a baseline photo for future validation.
- **Video Link:** [Starting an Exam](#)

### Step 5: Review Exam Integrity Guidelines

- All exam sessions are visually and audibly monitored, recorded, and reviewed by human proctors.
- **Please read the [Exam Integrity Guidelines](#) to stay compliant while taking your exam including the sample exam.**
- **Download the 'Do Not Disturb' sign to avoid an integrity violation.**
- Do not take any exams in a vehicle

### Step 6: Exam Day - You will receive "Exam Passwords" via email (*from cuspexam@usoln.org*) by 10 am CT on Exam day.

**NOTE:** *Exemplify requires all open programs to be closed before taking the exam. Please save all your work and close all programs before continuing.*

- Login to Exemplify to take all exams (*Click on the Exemplify icon on your computer's desktop. Do not try to log into ExamSoft for taking your exam.*)
- Take your desired exam using the password that was sent via email.  
**Note: You are now authorized to take the exam and do not need to wait when prompted on-screen.**
- Upon completion of each exam, you will need to select your next exam (if applicable) and repeat the process. *Note: Between exams is the appropriate time to take a bathroom break.*
- **If you require any technical assistance on Exam day, please call CUSP Support**

**Step 7:** Upload All Your Completed Exams - Must be done by 5pm CT the day you take the exam

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- At the conclusion of your online exam session, you must reconnect to wifi/internet and stay connected until you receive the notice that all the exams and exam monitor files have been uploaded.
  - Typically, the exams upload quite quickly, but the exam monitor files are much larger and work best with high bandwidth connections.
  - In most cases, if you leave their computer connected to wi-fi for an extended period of time ie. all day or overnight the problem resolves itself.
  - You can disconnect if you must and restart at a later time or from a different location, but giving it time on a high bandwidth connection is important.
  - The monitor files are securely stored on your computer until the transfer is complete. In the event that the monitor files fail to upload, ExamSoft techs can contact you directly to download the file.
- You will be emailed your pass or fail exam results within 10 business days.

**Try the CUSP Exam Simulator**

